

Application Guideline for 2015 NIYE Junior Program

(Invitation for Junior High School Students in ASEAN Member Countries for Youth Exchange Project)

1. Aim of the project

NIYE Junior Program invites students who are interested in Japan from ASEAN countries with the aim to deepen their understanding of Japan. To achieve this aim, the students from ASEAN countries will stay at the National Youth Education Center and have a variety of experiences such as outdoor activities which take advantage of the natural environment that each center has, cultural programs, and will have opportunities to interact with Japanese youth.

Also, the project aims to broaden the global view of Japanese youth and to foster the next generation's leaders.

2. Project organizer

National Institution for Youth Education (N.I.Y.E.)

* The National Institution for Youth Education has its own Learning Centers in 28 prefectures and offers many kinds of activities which center on exchange amongst youth and outdoor activities with the aim of promoting youth education in Japan and fostering sound youth development.

Our Learning Centers are important places for youth to learn self-discipline and cooperation through group activities and staying with other people.

Thus, wake-up time, bedtime and bathing time are already been fixed. Rooms, toilets and baths are shared with other people, and there is no TV or phone in the rooms. Students also have to clean up their room by themselves.

3. Dates and location

[Group A]

Dates: from 20th October (TUE) to 30th October (FRI) 2015 ...11 days

(1) Indonesia, Philippines, Vietnam

October 20th (TUE) to October 28th (WED):

National Norikura Youth Friendship Center (Prefecture Gifu)

October 28th (WED) to October 30th (FRI):

National Olympics Memorial Youth Center (Tokyo)

(2) Laos, Myanmar

October 20th (TUE) to October 28th (WED):

National Etajima Youth Friendship Center (Prefecture Hiroshima)

October 28th (WED) to October 30th (FRI):

National Olympics Memorial Youth Center (Tokyo)

[Group B]

Dates: November 19th (TUE) to November 29th (SUN) 2015...11 days

(1) Malaysia, Thailand

November 19th (THU) to November 27th (FRI)

National Hanayama Youth Outdoor Learning Center (Prefecture Miyagi)

November 27th (FRI) to November 29th (SUN)

National Olympics Memorial Youth Center (Tokyo)

(2) Brunei, Cambodia, Singapore

November 19th (THU) to November 27th (FRI):

National Shinshu Takato Youth Outdoor Learning Center (Prefecture Nagano)

November 27th (FRI) to November 29th (SUN)

National Olympics Memorial Youth Center (Tokyo)

4. Main events in each program

Home Stay, exchange with Japanese junior high school students, learning Japanese, visiting embassy, discussion about the partnership between ASEAN and Japan, outdoor activities in National Sangaku Park, having lessons at a junior - / high school, seeing world heritages etc.

5. Number to be accepted from each country

From each ASEAN countries (Indonesia, Malaysia, Philippine, Singapore, Thailand, Brunei, Myanmar, Cambodia, Vietnam, Laos)

(1) 6 Students

*Please make sure that the group contains more than two females and two males.

(2) One attendant

6. Required characteristics of applicants

(1) STUDENTS:

① Applicants must be born between 1999 and 1st of April 2002

② Applicants must be able to communicate in English.

③ Applicants must be able to write in English because they will need to submit an essay and a questionnaire.

④ Applicants must be able to participate in the whole program.

(From departure from your country to return to your country)

⑤ Applicants must be in good health.

⑥ Applicants must be eager to learn Japanese culture.

⑦ Applicants must have the willingness to try new things such as Japanese food, customs etc.

⑧ Applicants must be highly motivated to teach their culture to Japanese people.

⑨ Applicants must be able to work in group.

⑩ Applicants should try to follow the rules set by us.

(Please refer to * in the previous page for more detailed information)

(2) ATTENDANTS:

① Attendants must have leadership and be able to take care of the students.

② Attendants must be able to participate in whole program.

(From departure from your country to return to your country)

③ Attendants must be fluent in Japanese to be able to interpret.

④ Attendants must be able to communicate in English.

⑤ Attendants must be cooperative in the program operation.

eg1. While students are staying with their host families, attendants will be asked to stay at the youth center with staffs so they can respond if something happened to students.

eg2. During the program, attendants will be asked to help students prepare for the students' final presentation about what they have learned through the program.

⑥ Attendants must be in good health.

⑦ Attendants must be able to participate in activities with children.

7. Required application documents

There are two kinds of application forms; one is for the student and the other for the attendant. Please make sure you have the right application form.

(1) STUDENTS:

① The application form (with one photograph)

- The application form must be filled in English.
- Applicant must fill in the form by themselves, NOT their parents.
- Please do not forget to write your e-mail address and home address.
- The photograph must be the one taken during 2015.
- The name in the application form MUST be exactly the same one that appears in the passport. If the passport is under process, please fill in the same name in the application form which will appear in the passport.

② Photocopy of passport

(2) ATTENDANTS:

① The application form (with one photograph)

- The application form must be filled in Japanese.
- Please do not forget to write your e-mail address and home address.
- The photograph must be the one taken during 2015.

- The name in the application form MUST be exactly the same one that appears in the passport. If the passport is under process, please fill in the same name in the application form which will appear in the passport.

- ② Curriculum Vitae
- ③ Japanese Language Proficiency Questionnaire
- ④ Photocopy of passport

8. Regarding the submission of application documents

Please send the following documents to NIYE office via both e-mail and mail.

Please make sure that all documents will be sent to NIYE from the alumni association, not directly from applicants. Please be noted that basically we will not be able to accept participant change requests after the due dates below.

(1) The following application documents must be sent to NIYE via e-mail

① Due dates:

Group A (Indonesia, Philippines, Myanmar, Vietnam, Laos):
16th August 2015 (SUN)

Group B (Malaysia, Singapore, Thailand, Brunei, Cambodia):
13th September 2015 (SUN)

② Application Documents

1) List of participants *Please send it in excel data.

2) For six students:

- Application form
- Photocopy of Passport (Please make sure that letters are legible)

3) For one attendant:

- Application form
- Curriculum Vitae
- Japanese language proficiency questionnaire
- Photocopy of Passport (Please make sure that letters are legible)

③ How to send above documents to NIYE

- Please title the e-mail “*(your country name) Application documents*”
- If the total size of attached files is larger than 25 MB, please send them in separate e-mails.

- Please put one participant's information into one file or folder, and name the file "*The name of participant* (in alphabet)".
- The formats of the files must be either PDF, JPEG, MS-Word or MS-Excel.
If you need to compress the file, please use the "zip" folder or "RAR" folder.

- ④ Please send the above documents to:
Name: Takeshi Watanabe (Mr.)
E-mail: honbu-kokusaikikaku@niye.go.jp

(2)The following application documents must be sent to NIYE via mail

- ① Due dates:
Group A: 23rd August 2015 (SUN)
Group B: 20th September 2015 (SUN)
- ② Application documents
- 1) List of participants
 - 2) For six students:
 - Application form
 - Photocopy of Passport (Please make sure that letters are legible)
 - 3) For one attendant:
 - Application form
 - Curriculum Vitae
 - Japanese language proficiency questionnaire
 - Photocopy of Passport (Please make sure that letters are legible)

- ③ Please send the above documents to:
Name: Takeshi Watanabe
Address: International Affairs Division
National Institution for Youth Education
3-1 Yoyogi Kamizono-cho, Shibuya-ku, Tokyo 1510052 JAPAN

9. Necessary items for the program

- (1) Passport
- (2) Air ticket (NIYE will let you know flight information as soon as we have booked the tickets. You will receive the air tickets before the departure for Japan.)
- (3) Clothes
 - 1) Clothes for attending school (Please bring school uniform if you have one.)
 - 2) Clothes for playing sports (sportswear)
 - 3) Casual clothes (for activities)
- (4) Shoes

*You will need two pairs of shoes; one is for indoor use (class rooms, inside the youth center etc.) and the other for outdoor use (for outdoor activities)
- (5) Small towels
- (6) Middle-sized bag (e.g. backpack)
- (7) Amenities (tooth brush, hair brush, bath towel, face towel, soap, shampoo, conditioner etc.)
- (8) Pajamas
- (9) Underwear, socks etc.
- (10) Medicine
- (11) Pocket money (About ¥20,000. Please exchange them in your country or at the airport in Japan.)
- (12) It would be nice if you could bring...
 - 1) Some small gifts for your new friends and host families (Please DO NOT bring expensive gifts)
 - 2) Pictures of your family, friends and country (It would be nice because they can help you introduce yourself to your host families and new friends.)
 - 3) National costume (The applicants might have a chance to perform their national dances or songs on occasion.)

10. Cultural Performance for introducing your country

During the program, the participants might have an opportunity to show their own cultural performance (e.g. traditional dances/songs). You can prepare for the performance while you are in Japan. NIYE will not be covering any expenses for purchasing things that you would like to use for the cultural performances. (e.g. national costumes, T-shirts)

11. Expenses

(1) Expenses covered by NIYE

NIYE will only be covering the expenses written below. Please be noted that the attendants will not be receiving any cash from us during the program also

- ① Food expenses during the program in Japan
- ② Accommodation fee during the program in Japan
- ③ Activity expenses during the program in Japan
- ④ Insurance premium while you are staying in Japan for the program
- ⑤ Travel fees during the program in Japan
- ⑥ Some money to use for publicizing the program and screening students
- ⑦ Flight tickets (Between the nearest international airport from the capital city in each country and the airport nearest to each youth center.)

*Please be noted that participants of the program this year will only be departing for Japan from the international airport nearest to the capital city of each country.

*Please use the designated flight reserved by NIYE to come to Japan, and return to your country.

*Students and attendant from Singapore will be bearing 80% of airfare,
Students and attendant from Brunei will be bearing 60% of airfare,
Students and attendant from Malaysia will be bearing 40% of airfare,
Students and attendant from Thailand will be bearing 20% of airfare by themselves.

*Once we have booked air tickets (We put air tickets out to tender), we will let you know the fixed amount of money to be borne by each student and attendant.

Expected amount of money borne by each student from Singapore, Brunei, Malaysia and Thailand:

Singapore : Around ¥100,000 / per person

Brunei : Around ¥120,000 / per person

Malaysia : Around ¥50,000 / per person

Thailand : Around ¥25,000 / per person

(2) Expenses that will not be covered by NIYE (if it's necessary)

- ① Anything that participants would like to use for the cultural performance. (e.g. national costumes, Banners)
- ② Visa application fees
- ③ Program preparation expenses (e.g. Room rent for the meetings, Fees for instructors)
- ④ Travel fee from each participant's house to the departure airport to Japan (which is the nearest International airport from the capital city in each country)
- ⑤ Money associated with the withdrawal of participation.

12. Withdrawal of participation

(1) Revocation of eligibility to participate

If we encounter one of the following, the participant's eligibility to participate the program may be revoked;

- ① If there was false information on the application form.
- ② If a participant was recognized as an inappropriate person to participate in the program before or during the program.

(2) Cancellation of participation

If cancellation of participation occurred, please contact NIYE office (Open hour 9:00~17:45) by phone and e-mail. Please note that cancellation of participation after the deadline of submission basically involves asking the participant for cancellation fee for the flight.

(3) Withdrawal from program

- ① In case any reasons for a participant to go home immediately occurred, the person can withdraw from program and go home with a flight ticket arranged by herself / himself.
- ② If there was any kind of inappropriate behavior or violation of the law exhibited by a participant during the program, the person has to leave the program and go home with the money borne by the participant.
- ③ If a participant got sick or injury that associates the necessity of going home during the program, participant will go home with the money borne by the participant.

13. Regarding the money associated with withdrawal of participation

If revocation of eligibility to participate, cancellation of participation, or withdrawal from program occurred, the money that is associated with the flight cancellation or alumni association must be paid by ASCOJA.